USDA

United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. Box 60000
New Orleans
Louisiana 70160

NFC BULLETIN

Title: I, Payroll/Personnel Manual

Chapter: 8, Manual Processing, Section 3, Special Payroll Processing System
(SPPS 1.0 Web-Based Version)

Bulletin: SPPS1.0, 05-1, Special Payroll Processing System (SPPS 1.0 Web-Based Version)

Date: June 3, 2005

To: Holders of Title I Procedures
Personnel Users Group

The National Finance Center (NFC) has upgraded the Special Payroll Processing System for Web (SPPS Web) to SPPS Version 1.0 (SPPS 1.0 Web-Based Version). Effective June 3, 2005 (Pay Period 11), SPPS 1.0 will allow users to establish, update, query, retrieve, and delete certain manual payments and adjustments that were previously handled through SPPS-Web.

System Enhancements

- SPPS Web has been upgraded to provide enhancements such as new front-end edits and icons that will assist with the processing functions of SPPS 1.0.

- Easy-to-use help is now available. This help provides step-by-step processing instructions, complete field-level definitions and values, indexes, and tables. To access the online help, click Help at the top of the window. To access field-level help, point to the field name and click the question mark icon (?).

- The Report function allows users to view and request status and suspense reports for transactions processed in SPPS 1.0. The added selection criteria allows users to produce reports by:

  - Department
  - Agency
  - Personnel office identifier
  - Pay period
  - Report types
  - Payment types

  The Student Loan Report is now available for users to view and request student loan payment information. Previously, student loan information was requested from NFC on an as-needed basis.

SPPS 1.0 Training

Any agencies not currently using the SPPS application who require formal training should refer to the SPPS training schedule located on NFC's home page (*www.nfc.usda.gov*).

Click the **Quick Starts** drop-down arrow to display the drop-down list. Select **Training Catalog** and click **Go**. At the Training Catalog main menu, click **Schedules** to display the list of courses scheduled. Please refer all SPPS 1.0 training questions to the Payroll Operations Branch (POB) at **504-426-1460** .

Security Access

Users must have an authorized NFC user identification (ID) and an SPPS password to access SPPS 1.0. Agencies currently using SPPS Web will not have to request additional security for SPPS 1.0. Agencies requiring access must contact their agency's NFC security officer. The agency NFC security officer must either e-mail or fax the Information Systems Security Office to request access for the user(s). The request should specify the following:

- User name
- User social security number
- NFC mainframe User ID (if one has already been established by NFC)
- Agency name
- User permission level requested
- Security access code (SAC) level
- Agency NFC security officer name
- Agency NFC security officer telephone number
- Application name (SPPS 1.0)

Online Publications

The SPPS 1.0 procedure is available online at NFC's Web site. To view and/or print this procedure, go to NFC's home page (*www.nfc.usda.gov*) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by Acronym/Name**, and search for the SPPS 1.0 procedure on the list provided.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about SPPS 1.0 to POB at **504-255-4630** .

MARK J. HAZUDA, Director
Government Employees Services Division